

Classification & Pay Plan Study
Contract - NC League of Municipalities
Becky Veazey, MAPS Group Representative – 919-233-3914
Cost: \$8,200 - \$8,500 plus expenses
Project Timeframe – 90 Days

The NC League of Municipalities (NCLM) has contracted with MAPS Group to perform Classification & Pay Plan Studies for NC Municipalities. NCLM would submit a proposal to the Council for consideration and adoption. NCLM would bill the Town in three installments: 1/3 upon project initiation, 1/3 upon adoption of the Classification System and 1/3 upon completion of the project. The following is an overview of the proposal:

MAPS Group Representatives will meet with the department heads and administration to get an overview of the operation. Questionnaires will be distributed to all employees for completion and return. Next, MAPS Group will collect the questionnaires and meet with one or more employees from each classification. Job specifications for each classification will be written according to the actual workload and taken to the labor market for comparison. MAPS Group will develop a classification system including salary ranges which will be presented to the Council for adoption. If adopted, current job descriptions and the personnel policy will be reviewed for ADA compliance, legal issues and effective administration.